

Delta Regional Authority Position Description

JOB TITLE: Director of Finance

POSITION SUMMARY:

This is a full time position in Clarksdale, Mississippi, that works directly for the Federal Co-Chairman of the Delta Regional Authority and is responsible for carrying out the administrative and finance responsibilities of the DRA. The Director of Finance is responsible for the effective and efficient direction of her/his staff. Oversight functions include: staff, accounting functions, accounts payable, assisting with audits and internal controls, monthly financial reporting, contracting and contracts, human resources, payroll processing and to preparation all necessary transfers of funds. Additionally, interface with federal financing institutions and local banks while maintain the accountability and integrity of the Delta Regional Authority.

SUPERVISORY CONTROLS:

This position reports directly to the Federal Co-Chairman. The incumbent is relied upon to use initiative and judgment in carrying out assignments and supervisory roles, guided by knowledge of DRA and Federal policy and missions; duties are performed with a great degree of latitude and independence of action.

SUPERVISION EXERCISED: Supervises the finance and Administration staff in the Clarksdale office

FLSA STATUS: Exempt

OTHER REQUIREMENTS:

1. Ability to multitask and prioritize projects,
2. Strong written and oral communication skills, which are readily adaptable to broad, diverse audiences.
3. Team player mindset with strong interpersonal and collaboration skills,
4. Ability to work in a fast-paced environment, and
5. Ability to travel as needed.

COMPENSATION: Compensation is based upon salary history, education, and experience.

DUTIES AND RESPONSIBILITIES:

Essential functions include, but are not limited to the following:

1. Designs, implements and is responsible for solutions-driven operational support for the office;

2. Oversees networked information technology system and ensures that IT resources are appropriate to DRA's mission;
3. Manages financial aspects of award administration, including but not limited to: obligating funds with the GSA, paying DRA-administered awards, tracking obligations, recovery of funds, and, if appropriate, complying with required audit reviews and closeout of awards;
4. Proposes guideline modifications based on consideration of changing conditions, changes to federal policy and regulation, and recommendations of the inspector general and independent financial auditor recommendations; Prepares official reports on the financial results of DRA programs and operations; Present financial information in the form of financial statements.
5. Manages travel, human resources (including payroll and benefits for federal and non-federal employees), procurement policy and contracts; and
6. Oversees staff: by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures

QUALIFICATIONS:

- Education:** A minimum of a Master's degree of accountancy and/or CPA and/or MBA required. Accountancy preferred.
- Experience:** A minimum least five years of accounting, finance and agency administration with a proven track record of organizational growth